



STATE OF WASHINGTON

CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

Regional Manager (2 positions) WMS II \$45,000–\$53,000/year

OPEN: March 20, 2007 CLOSES: March 30, 2007, 5 p.m., PST

Location

There are two Regional Manager vacancies with the Washington State Conservation Commission. These positions will be housed accordingly: one in Northeast Washington and the other in Southeast Washington.

Agency Profile

The Washington State Conservation Commission is a state agency whose mission is to provide structure and leadership for good governance by conservation districts who supply education, technical assistance and assist in the implementation of land management practices that address soil, water and other natural resource issues on private lands.

Position Objective and Duties

These positions will work independently under general guidance of the Regional Manager Coordinator and supervision of the Executive Director to perform duties in a wide variety of services to the state's conservation districts. Positions may also assist with the implementation and operation of particular agency programs.

- Build and maintain effective working relationships with each conservation district supervisor and district employees.
- Assist conservation districts in creating and maintaining effective working relationships with community, clients, partner agencies and organizations.
- Facilitate and assure completion of the district long range plan, annual planning, annual reporting, and budget activities.
- Facilitate and train district supervisors and personnel regarding adherence to RCW 89.08 and other applicable state and federal laws.
- Plan, directs, and coordinate special projects for the Commission and conservation districts.
- Training and presentations

Desirable Qualifications

- Awareness of purposes and activities of the state's 47 conservation districts.
- Knowledge of State laws, policies and other applicable guidelines
- A Bachelor's degree and two-years of professional experience. Additional applicable work experience may be substituted, year-for-year, for the educational requirements.

Requirements

- Demonstrated proficiency with WORD, EXCEL, OUTLOOK, ACCESS, INTERNET
- Proficiency in time management and managing multiple activities.
- Skilled in verbal and written communication.
- Ability to visit conservation districts across the state, including possible overnight travel.
- Presentation experience.
- Excellent customer service skills.
- Hold or obtain a valid Washington State Driver's License. In addition, the successful finalists (top 2) will be required to undergo a WSP background check and must provide a complete driver's history.

How to Apply

Candidates may apply by submitting the following packet of information:

1. Note which position you are applying for: Northeast or Southeast
2. A letter describing your interest in this position including how your knowledge, skills, and abilities meet the desired qualifications and requirements.
3. A resume addressing employment history and experience.
4. A minimum of five (5) references with current telephone numbers. At least three (3) are to be professional references and at least two (2) are to be personal.
5. The reference authorization form, (copy the text below into your document, print, **complete and sign**. If submitting application materials electronically and you are unable to scan the **signed** reference authorization form prior to emailing, please fax it.)

Anticipated Hiring Process

1. Application Review – as received
2. Interviews – April 23-27, 2007
3. Anticipated Starting Date – May 16, 2007

| Delivery Addresses | Fax / Email Address | Contact Information |
|---|--|---|
| USPS: State Conservation Commission Attn: Debbie Becker PO Box 47721 Olympia, WA 98504 | Subject Line: Regional Manager FAX: 360-407-6215 Email: Debbie Becker dbecker@scc.wa.gov | Contact: Debbie Becker Phone: 360-407-6211 |
| Hand Delivery: State Conservation Commission (Department of Ecology Building) 300 Desmond Drive SE Lacey | | |

REFERENCE AUTHORIZATION

To Whom It May Concern:

I, _____, authorize the State Conservation Commission to contact all of my former or present employers for the purposes of verification and reference.

I knowingly and voluntarily release the State Conservation Commission, its individual employees, and all my former or present employers and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the department's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the department requests. This authorization includes review of state employee personnel files.

Date

Printed name of Applicant

Applicant's Signature

NOTE: A photocopy of this information shall be as valid as the original.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 664-6260.